



King County
DATABASE ADMINISTRATOR – JOURNEY LEVEL
PUBLIC HEALTH – SEATTLE & KING COUNTY
PREVENTION DIVISION, HIV/AIDS EPIDEMIOLOGY SECTION
Hourly Rate Range: \$27.77 – \$35.21 (2004 Rates)
Job Announcement: 05TA4994
OPEN: 3/2/05 CLOSED: 3/8/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Susan Buskin at (206) 205-6123 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Third Floor, Yesler Building, 400 Yesler Way, Seattle, WA 98104

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE:

- Manage computer systems for multiple research studies, including consulting team members and project protocols for systems requirements.
- Work independently and as a member of a team. May serve as a team lead or coordinator on a project specific basis.
- May define project plans and estimates; may participate in defining plans for larger projects.
- Perform extensive computer programming to design, develop, customize, manage, and maintain large research/surveillance databases and user interfaces.
- Develop computer systems that will match and integrate data from a variety of sources.
- Communicate and coordinate with the Centers for Disease Control and Prevention (CDC) data managers and scientists about data management and problems implementing CDC software in the field.
- Design, implement, and manage data validation and quality control systems.
- Conduct statistical analysis under the general direction of staff epidemiologist.
- Design and maintain security/confidentiality procedures to ensure requirements are met for these highly sensitive data.
- Assure that data processing systems meet local, state and national legal requirements for protection for human subjects and security standards.
- Build data reporting and other surveillance project systems.

- Create scheduled and custom reports, and develop queries.
- Test, configure, install and maintain databases, including setting up user privileges and security.
- Monitor database and data security; resolve or escalate/refer any security issues.
- Develop and maintain documentation for system changes.
- May perform other IT functions for a small portion of work time, such as system testing of new and existing applications, upgrades, and installations. Also may provide end user trouble-shooting, beta testing and support.

QUALIFICATIONS:

- Knowledge of information and disease management systems, including analysis, design, development, implementation and maintenance documentation,
- Knowledge of basic statistical concepts,
- Knowledge of database modeling and database design tools,
- Knowledge of relevant operating environments, SAS, QDS, and MS ACCESS and/or equivalent or related software,
- Knowledge of large scale relational databases, or advanced knowledge of database design and use in end user database systems,
- Knowledge of project management principles,
- Analytical, problem solving, and troubleshooting skills,
- Skill in converting surveillance project needs into system requirements
- Skill in conveying technical information to non-technical users,
- Skill in working with a variety of individuals from diverse backgrounds,
- Skill in handling multiple competing priorities,
- Technical documentation skills, including ability to identify and write specifications,
- Written and oral communication skills,
- Planning and organizational skills,
- Project management skills,

DESIRED QUALIFICATIONS:

- Prior experience in working with laboratory data, epidemiology, and surveillance, especially related to HIV and TB is desired.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Local 17

CLASS CODE: 8547 SEQUENCE NUMBER: 80-8789-2141